

**HYRUM CITY  
POSITION DESCRIPTION  
(NON-EXEMPT)**

**POSITION TITLE:** Library Page

**DATE OF REVIEW:** 3/14/2018

**APPROVED BY:** \_\_\_\_\_

**DEPARTMENT/BRACH:** Library

**REPORTING RELATIONSHIPS:**

**POSITION REPORTS TO:**

Library Director

**POSITION DIRECTLY SUPERVISED:**

None

**POSITION PURPOSE:**

The library page position is responsible for organizing and shelving library items, repair minor damage and cleaning of books, checking library materials in and out, maintaining patron accounts, assist patrons in the library and other circulation tasks as directed by the library director.

**NATURE AND SCOPE:**

This position requires organization skills and attention to detail. Good public relations skills and knowledge of Library circulation processes and material management are necessary to the successful execution of this position.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- 1. Responsible for the effective performance of Library Page functions.**
  - a. Organize and shelve library items.
  - b. Repair minor damaged items and cleaning of library books.
  - c. Locate materials on reserve.
  - d. Assist with checking books in and out and performing routine circulation activities.
  - e. Maintain patron accounts
  
- 2. Assume responsibility for maintaining effective business relations with Library patrons.**
  - a. Assist patrons in locating Library materials.
  - b. Answer telephone inquires and provide general Library information.
  - c. Project a positive image of the Library.

**3. Responsible for establishing and maintaining effective working relations with Library personnel and management.**

- a. Keep management informed of area activities and of related concerns.
- b. Attend and participate in meetings as required.
- c. Complete tasks as assigned by the Library Director.
- d. Complete special projects as required.

**PERFORMANCE MEASUREMENTS:**

1. Programming is planned and carried out as planned.
2. Management is appropriately informed of activities and problems.
3. Assistance to Library personnel is provided as needed.
4. Library patrons are served in a courteous and professional manner. Information and assistance is provided as needed.
5. Book circulation functions are performed in accordance with established standards.
6. Shelving and filing duties are completed efficiently and accurately.

**QUALIFICATIONS:**

**Training/Education/Certification:**

- High School/High school Graduate

**Required Knowledge:**

- Knowledge of Windows and basic computer skills.

**Experience Required:**

**Skills/Abilities:**

- Good organization and attentive to detail.
- Good public relations skills.
- Ability to type and perform filing functions.
- Work well independently.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_